

Clark County CSEA
1346 Lagonda Avenue

Springfield, OH 45503

Ohio Department of Job and Family Services
Office of Child Support
Fiscal Administration, Contract Unit
P.O. Box 183203
Columbus, Ohio 43218-3203

Date: 02/12/2018

Ohio Department of Job and Family Services
IV-D CONTRACT COVER LETTER

The IV-D Contract is between the Clark County Child Support Enforcement Agency (CSEA) and the:

- ☐ Clerk of Court
- ☐ County Prosecutor
- ☐ Court of Common Pleas, Juvenile Division
- ☒ Court of Common Pleas, Domestic Relations Division
- ☐ Sheriff
- ☐ Other Legal Services Provider
- ☐ Other: <describe the IV-D contract>

This IV-D Contract is for the following services:

- ☐ Clerk of Court filing services
- ☐ Legal Services
- ☒ Magistrate Services
- ☐ Service of Process
- ☐ Security
- ☐ Other: <describe the IV-D contract>

The unit rate is \$37.18 per one entry filed by magistrate on CSEA initiated cases (from paragraph 4A of the JFS 07018).

The IV-D Contract effective dates are: January 1, 2018 to December 31, 2018. The IV-D Contract Amendment, if applicable, effective dates are: <beginning date> to <ending date>.

A copy of the following forms are being submitted to the Office of Child Support (OCS) in accordance with Ohio Administrative Code (OAC) rule 5101:12-1-80.2 (please check the type of IV-D contract that applies and check each form that you have attached):

- | |
|--|
| ☒ IV-D Contract with Governmental Entity |
| ☒ JFS 01772 "IV-D Contract Cover Letter" |
| ☒ JFS 07018 "IV-D Contract" and attached document that describes the performance standards |
| ☒ JFS 07020 "Governmental Contractor IV-D Contract Budget" |
| ☒ Commissioners' resolution or minutes |
| ☒ JFS 07016 "IV-D Contract Security Addendum" |
| ☒ Appropriate summary page of the county cost allocation plan, if applicable |
| ☐ Verification from sheriff that the sheriff charges other agencies service of process fees, if applicable and in accordance with OAC rule 5101:12-1-60 |

- | |
|--|
| ☐ IV-D Contract Amendment with Governmental Entity |
| ☐ JFS 01772 "IV-D Contract Cover Letter" |
| ☐ JFS 07037 "IV-D Contract Amendment" and attached document that describes the amended performance standards, if applicable |
| ☐ JFS 07020 "Governmental Contractor IV-D Contract Budget" |
| ☐ Commissioners' resolution or minutes |

☐	IV-D Contract with Private Entity
☐	JFS 01772 "IV-D Contract Cover Letter"
☐	JFS 07018 "IV-D Contract"
☐	JFS 07015 "Certification of Compliance with Competitive Sealed Bid Requirements"
☐	Commissioners' resolution or minutes
☐	JFS 07016 "IV-D Contract Security Addendum"

☐	IV-D Contract Amendment with Private Entity
☐	JFS 01772 "IV-D Contract Cover Letter"
☐	JFS 07037 "IV-D Contract Amendment"
☐	Commissioners' resolution or minutes

The CSEA hereby certifies that:

- ☒ All required documents have been reviewed
- ☒ All required documents are included
- ☒ All mathematical calculations are correct
- ☒ This submission is timely
- ☒ All required dated signatures have been obtained
- ☐ Other: <describe the additional determinations>

Virginia K. Martycz, Ph.D.
Signature

Printed Name: Virginia Martycz, Ph.D.
Telephone Number: 937-327-3631



Required Individual IV-D Contract Performance Standards for 2018 between Clark County Child Support Enforcement and the Clark County Domestic Relations Court.

In addition to the requirements found at 45CFR303 and the rules of Ohio Administrative Code 5101: 12, the Provider shall:

1. Perform all services in a timely manner as prescribed by Local, State, and Federal Regulations.
2. Submit monthly billing for services provided no later than thirty (30) days after the end of each month of service.
3. Notify CSEA Director in writing of any court procedure or policy change.
4. Notify CSEA Director in writing of any factors increasing or decreasing provider budget.
5. Notify CSEA Supervising Attorney of any changes that need to be made to existing docket schedule.
6. Accept that a portion of the unit cost is federally reimbursed as payment in full from the CSEA with the balance of monies paid as local match designated by the Clark County Commissioners.

CHILD SUPPORT ENFORCEMENT AGENCY

P.O. BOX 967A • 1346 LAGONDA AVE. SPRINGFIELD, OH 45501-1037 • T: 937.327.1700 • F: 937.327.1996 • WWW.CLARKDJFS.ORG

A DIVISION OF CLARK COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
CLARK COUNTY DEPARTMENT OF JOB & FAMILY SERVICES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Ohio Department of Job and Family Services
IV-D CONTRACT SECURITY ADDENDUM

By signing this form, the contractor agrees to comply with all of the terms and conditions described herein.

I. Internal Revenue Service Information

A. Performance

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

- (1) All work will be done under the supervision of the contractor or the contractor's employees.
- (2) Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Disclosure to anyone other than an officer or employee of the contractor will be prohibited.
- (3) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.
- (4) The contractor certifies that the data processed during the performance of this contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.
- (5) Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to the Agency or his or her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the Agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
- (6) All computer systems processing, storing, or transmitting Federal tax information must meet ISO STD 15408, called common criteria - functional (Protection Profile) and assurance (EAL). To meet functional and assurance requirements, the operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance, and documentation. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.
- (7) No work involving Federal tax information furnished under this contract will be subcontracted without prior written approval of the IRS.
- (8) The contractor will maintain a list of employees authorized access. Such list will be provided to the Agency and, upon request, to the IRS reviewing office.
- (9) The Agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

<10> <Include any additional safeguards that may be appropriate>

B. Criminal and Civil Sanctions

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure.

These penalties are prescribed by IRC sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract.

Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action.

These penalties are prescribed by IRC section 7213A and 7431.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to Agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or Agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

C. Inspections

The IRS and the Agency shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, specific measures may be required in cases where the contractor is found to be noncompliant with contract safeguards.

II. Ohio Department of Taxation Information

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

(1) All Ohio Department of Taxation, taxpayer information concerning the residential address and income of taxpayers received by the contractor is needed for the purpose of, and will be used only to the extent necessary in locating obligors, or establishing, enforcing and collecting child support obligations pursuant to Part D, Title IV of the Social Security Act. None of the information so obtained will be disclosed except for official purposes as described in section 3125.43 of the Revised Code or in compliance with a court order.

III Federal Parent Locator Service Information (FPLS)

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

All information received by the contractor from FPLS is needed for the purpose of, and will be used only to the extent necessary in, establishing and collecting child support obligations pursuant to Part D, Title IV of the Social Security Act, obligations or pursuant to a request in connection with a parental kidnapping or child custody case as described in federal regulations at 45 CFR 303.15 and 303.69. This information shall be treated as confidential.

IV. Department of Job and Family Services, Office of Unemployment Compensation Information

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

All information and records received from the Ohio Department of Job and Family Services, Office of Unemployment Compensation shall be used only for the purposes of establishing and collecting child support obligations from and locating individuals owing such obligations. The contractor maintains security safeguards for location, wage, and benefit information.

Clark County Common Pleas Domestic Rel. Court
Printed Name of Contractor or Company

Thomas J. Gipper
Signature of Contractor's Representative

3/12/18
Date

Thomas J. GIPPER
Printed Name of Contractor's Representative

Karen A. Berner
Signature of Witness

3-12-18
Date

KAREN A. BERNER
Printed Name of Witness

IV-D CONTRACT

Pursuant to Title IV-D of the Social Security Act, Parts 302, 303, and 304 of Title 45 of the Code of Federal Regulations (CFR); sections 3125.13 to 3125.17 of the Ohio Revised Code; and rules 5101:12-1-80 to 5101:12-1-80.4 of the Ohio Administrative Code (hereafter "IV-D Contract rules"), the Clark County Child Support Enforcement Agency (hereafter "CSEA") enters into this IV-D Contract with Common Pleas Court, Domestic Relations Division (hereafter "Contractor") to purchase services for the effective administration of the support enforcement program.

The CSEA and the Contractor certify that all IV-D Contract activities shall be performed in compliance with Title IV-D of the Social Security Act, 45 CFR Parts 302, 303, and 304, and the rules in Division 5101:12 of the Administrative Code.

Unless otherwise specified, the terms of this IV-D Contract apply to both governmental contractors and private contractors.

The IV-D Contract consists of this document and all attached forms or documents that are incorporated and deemed to be a part of the IV-D Contract as if fully written herein. Nothing in this IV-D Contract shall be construed contrary to state or federal laws and regulations.

IV-D Contract Terms:

1. **IV-D Contract Period:** The IV-D Contract is effective from 01/01/2018 through 12/31/2018, unless terminated earlier in accordance with the terms listed in paragraph 23 of this IV-D Contract. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D Contract period that is less than twelve (12) months.
2. **Unit of Service:** Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: one entry filed by the Magistrate on CSEA initiated cases.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

3. **Optional Purchase of Non-CSEA Initiated Activities:** In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

Initials of Authorized CSEA Representative	Initials of Authorized Court Representative
	

4. IV-D Contract Costs:

- 4A. **Unit Rate:** The Unit Rate for this IV-D Contract is \$37.18 per Unit of Service as determined by:
 - The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D Contract with a governmental entity; or
 - The procurement process for a IV-D Contract with a private entity.

4B. **Total IV-D Contract Cost:** The Total IV-D Contract Cost is \$167,292.96

5. **Availability of Funds:** The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

- 5A. Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:

	Amount	Source
Non-Federal Share	\$56,879.61	Local Sources
FFP Reimbursement	\$110,413.35	
Total IV-D Contract Cost	\$167,292.96	

- 5B. The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.

6. **Performance Standards:** The performance standards shall be based upon the requirements in 45 CFR Part 303. The performance standards are attached to this IV-D Contract in a separate document with a label at the top of the first page that reads, "Performance Standards."
7. **Access to the Public:** The CSEA and the Contractor agree to make all reasonable efforts to allow public access by providing services between the hours of 8:00 am and 4:30 pm on the following days Monday through Friday with the exception of the following days: Legally designated holidays and any other days designated by the Courts and/or the County Commissioners.
8. **Amendments to and Modifications of the IV-D Contract:** The Office of Child Support (OCS) will review all IV-D Contract amendments or modifications and determine whether the amendments or modifications are acceptable for purposes of FFP reimbursement. Language in this IV-D Contract shall not be modified, deleted, struck out, or added, except for the following:
 - **Amendments:** The CSEA or Contractor may amend any information in the insertable fields in the first paragraph of the IV-D Contract or IV-D Contract Terms 1 through 7, provided that both the CSEA and Contractor agree to the amendments, the CSEA submits the amendments to OCS on the JFS 07037 (IV-D Contract Amendment), and OCS accepts the JFS 07037; or
 - **Modifications:** The CSEA or Contractor may modify the language in this IV-D Contract, provided that both the CSEA and the Contractor agree to the modifications, the CSEA submits the proposed modifications to OCS, and OCS accepts the modifications. If the CSEA or Contractor modifies the language in this IV-D Contract without the agreement of both parties to the IV-D Contract and acceptance from OCS, the modified IV-D Contract will have no force or effect of law.
9. **Billing Requirements:** When the Contractor is a private entity, the Contractor shall ensure that the JFS 07035 (IV-D Contract Invoice) is submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided.

When the Contractor is a governmental entity, the Contractor shall ensure that the JFS 07034 (Governmental Contactor Monthly Expense Report) and the JFS 07035 are submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided. If the Contractor neglects or refuses to submit the JFS 07034 or JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.

If the Contractor neglects or refuses to submit the JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
10. **Expensed Equipment:** Equipment that has been included in the unit rate on the JFS 07020 and expensed rather than depreciated during the IV-D Contract period shall be transferred to the CSEA or the appropriate residual value shall be paid to the CSEA when the equipment is no longer needed to carry out the work under this IV-D Contract or a succeeding IV-D contract.
11. **Monitoring and Evaluation:** The CSEA and the Contractor shall monitor and evaluate the extent to which services described in the IV-D Contract are being performed. The CSEA shall evaluate the performance of the Contractor on the JFS 02151 (IV-D Contract Evaluation) and provide a copy of the completed JFS 02151 to the Contractor.
12. **Recordkeeping:** The Contractor shall maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this IV-D Contract. All books, records, payroll, and documents related to this IV-D Contract that are in the possession of the Contractor or of a third party performing work related to this IV-D Contract shall be maintained and preserved by the Contractor for a period of three years after final payment, unless otherwise directed by the CSEA. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and CSEA personnel or their designees. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records must be retained until all issues arising from the action are resolved or until the end of the three-year period, whichever is later.
13. **Responsibility for Review or Audit Findings and Recommendations:** The Contractor agrees to accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this IV-D Contract.
14. **Indemnity:** When the Contractor is a private entity, the Contractor shall certify that it will at all times during the existence of this IV-D Contract indemnify and hold harmless the CSEA, the Ohio Department of Job and Family Services, and the Board of County Commissioners or county administrator in the same county as the CSEA against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this IV-D Contract.

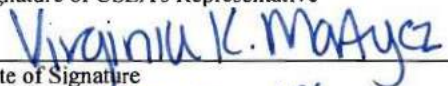
15. **Insurance:** When the Contractor is a private entity, the Contractor shall contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable, foreseeable torts that could cause injury or death.
16. **Finding for Recovery:** The Contractor certifies that the Contractor is not subject to a finding for recovery or it has taken the appropriate remedial steps required under section 9.24 of the Ohio Revised Code or it otherwise qualifies to contract with the State of Ohio under section 9.24 of the Ohio Revised Code.
17. **Licenses:** The Contractor certifies that all approvals, licenses, or other qualifications necessary to conduct business or, if applicable, practice law in Ohio have been obtained and are operative. If at any time during the IV-D Contract period the Contractor becomes disqualified or suspended from conducting business or, if applicable, practicing law in Ohio, the Contractor must immediately notify the CSEA of the disqualification or suspension and the Contractor will immediately cease performance of any obligations under this IV-D Contract.
18. **Independent Capacity for the Contractor:** The Contractor and its agents, employees, and subcontractors will act in performance of this IV-D Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the CSEA.
19. **Confidentiality:** The Contractor agrees that information regarding an individual shall only be used for purposes related to the IV-D program, in accordance with rules 5101:12-1-20 to 5101:12-1-20.2 of the Ohio Administrative Code. Disclosure of information for any other purpose is prohibited.
20. **Americans with Disabilities Act (ADA) Compliance:** The Contractor certifies that it is in full compliance with all statutes and regulations pertaining to the ADA of 1990 and with section 504 of the Rehabilitation Act of 1973.
21. **Civil Rights:** The Contractor certifies compliance with rule 5101:9-2-01 of the Ohio Administrative Code.
22. **Equal Employment Opportunity:** In carrying out this IV-D Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. The Contractor shall ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
23. **Termination:** This IV-D Contract may be terminated:
 - 23A. By mutual agreement at any time after the date on which the two parties reach their decision.
 - 23B. If FFP reimbursement or the non-federal share designated for the purchase of services under this IV-D Contract is not available to the CSEA in an amount adequate to support the IV-D Contract as determined by the CSEA. When termination of the IV-D Contract occurs under this paragraph, the termination date is the date upon which the FFP reimbursement or non-federal share is no longer available; however, the CSEA may determine a later termination date. The CSEA shall provide the Contractor written notice of the termination but is not required to provide written notice in advance of the termination. Reimbursement to the Contractor will cease on the date of termination of the IV-D Contract.
 - 23C. If the CSEA has discovered any illegal conduct on the part of the Contractor, immediately upon delivery of written notice to the Contractor by the CSEA.
 - 23D. If the Contractor does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract as determined by the CSEA. If the CSEA elects to terminate the IV-D Contract, the CSEA shall provide the Contractor with written notice thirty days in advance of the termination date.
 - 23E. If the CSEA does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract, as determined by the Contractor. If the Contractor elects to terminate the IV-D Contract, the Contractor shall provide the CSEA with written notice thirty days in advance of the termination date.
 - 23F. If the IV-D Contract is for legal services and the Contractor becomes disqualified or suspended from conducting business or practicing law in Ohio, all obligations under this IV-D Contract shall immediately terminate and the Contractor shall immediately notify the CSEA and cease the performance of any obligations under this IV-D Contract.

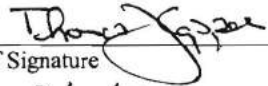
When the IV-D Contract terminates, the Contractor shall be entitled to compensation upon submission of the appropriate form(s), as described in paragraph 9, for the work performed prior to:

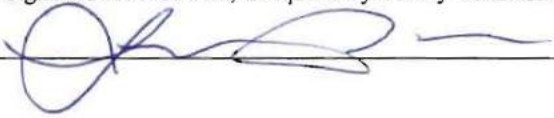
- The date on which the parties reached their decision, in accordance with paragraph 23A;
- The receipt of the written notice of termination, in accordance with paragraphs 23B through 23E; or
- The Contractor being disqualified or suspended from conducting business or practicing law, in accordance with paragraph 23F.

The CSEA shall calculate the compensation based on the Total IV-D Contract Cost less any funds previously paid by or on behalf of the CSEA. The Contractor shall not exceed the Total IV-D Contract Cost. The CSEA shall not be liable for any further claims.

IV-D Contract Signatures:

Signature of CSEA's Representative 	Printed Name of CSEA's Representative Virginia Martycz
Date of Signature 3.16.18	

Signature of Contractor's Representative 	Printed Name of Contractor's Representative Thomas J. Capper
Date of Signature 3/12/18	Printed Street Address of Contractor 101 North Limestone Street
Printed Title of Contractor's Representative Judge	Printed City, State, and Zip Code of Contractor Springfield, OH 45502

Signature of County Commissioner or Representative 	Date of Signature 3/28/18
Signature of County Commissioner or Representative	Date of Signature
Signature of County Commissioner or Representative	Date of Signature
Signature of Prosecutor, if required by County Commissioners 	Date of Signature 3/23/2018

Ohio Department of Job and Family Services
GOVERNMENTAL CONTRACTOR IV-D CONTRACT BUDGET

Summary Sheet		
County:	Clark County	
Governmental Contractor:	Domestic Relations Court	
Type of IV-D Contract:	Magistrate Services	
I. Staff		
	Estimated Amount	
	A. Salaries	\$266,088.75
	B. Payroll Related Expenses	\$106,853.47
Total Staff Costs		\$372,942.22
II. Operations		
	A. Travel and Short Term Training	\$3,192.50
	B. Consumable Supplies	\$15,500.00
	C. Occupancy Costs	\$0.00
	D. Indirect Costs	\$51,554.82
	E. Contract and Professional Services	\$5,488.89
	F. Miscellaneous	\$0.00
Total Operations Costs		\$75,736.21
III. Equipment		
	A. Equipment Subject to Depreciation	\$0.00
	B. Equipment Purchases	\$0.00
	C. Leased and Rented Equipment	\$0.00
Total Equipment Costs		\$0.00
Sub-Total of All Costs		\$448,678.43
IV. MINUS Fees Collected by the Contractor		
Total Expenses		\$448,678.43

I.A. Salaries	
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I.A.1. Principal Staff

[illegible]

Notes:

25% of the Court Reporter's time is excluded providing services for the Judge.

I.A. Salaries	
1	2
3	4
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81	82
83	84
85	86
87	88
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93	94
95	96
97	98
99	100

I.A.2. Support Staff

[illegible]

I.A.3. Unassociated Staff

Position Title		
Total Salaries Applied to this Contract		\$266,088.75

I.B. Payroll Related Expenses

Type	Percentage	Salary	Amount Applied to Budget
OPERS or Social Security	14.00%	\$266,088.75	\$37,252.43
Workers' Compensation/Unemployment Insurance	2.00%	\$266,088.75	\$5,321.78
Retirement Expense/Medicare	1.45%	\$266,088.75	\$3,858.29
Hospitalization Insurance Premium			\$59,429.97
Other Dental			\$820.00
Other Life			\$171.00
Other			
Other			
Other			
Other			
Other			
Total Payroll Related Expenses			\$106,853.47

Notes:

Dental Insurance \$18.22/Person per month (3.75 employees). Life Insurance is \$3.80 per person (3.75 employees). Per letter from Clark County Administrator dated 10/16/2017.

II.A. Travel and Short Term Training

Type	Mileage rate	Miles	Amount	Prorate %	Amount Applied to Budget
Mileage Reimbursement	\$0.540	1875	\$1,012.50		\$1,012.50
Short Term Training			\$2,180.00	100.00%	\$2,180.00
Other					
Other					
Other					
Total Travel and Short Term Training					\$3,192.50

Notes:

II.B. Consumable Supplies

Type	Amount	Prorate %	Amount Applied to Budget
Office Supplies	\$12,000.00	100.00%	\$12,000.00
Cleaning Supplies			
Other Postage	\$3,500.00	100.00%	\$3,500.00
Other			
Other			
Other			
Other			
Total Consumable Supplies			\$15,500.00

Notes:

II.C. Occupancy Costs			
		Amount	Prorate %
		Amount Applied to Budget	
Rental at	per square foot:	\$0.00	
or			
Usage allowance/depreciation at % rate of original acquisition cost by Program Square Footage Percentage (Program Square Footage ÷ Provider Square Footage)			
Maintenance and Repairs			
Utilities (if not included in rent)			
Heat and Light			
Telephone			
Water			
Other:			
Other:			
Other:			
Total Occupancy Costs			\$0.00

Notes:

II.D. Indirect Costs

Category	CAP Amount	Prorate %	Amount Applied to Budget
Building Capital	\$267.00	56.25%	\$150.19
Insurance on Property	\$889.00	56.25%	\$500.06
Liability Insurance	\$1,249.00	56.25%	\$702.56
Professional Services	\$317.00	56.25%	\$178.31
Maintenance	\$34,606.00	56.25%	\$19,465.88
Human Resources	\$2,481.00	56.25%	\$1,395.56
Information Systems	\$17,095.00	56.25%	\$9,615.94
County Treasurer	\$534.00	56.25%	\$300.38
County Auditor	\$6,967.00	56.25%	\$3,918.94
Court Security	\$27,248.00	56.25%	\$15,327.00
Total Indirect Costs			\$51,554.82

Notes:

II.E. Contract & Professional Services

Type	Amount	Prorate %	Amount Applied to Budget
Equipment Maintenance	\$3,500.00	56.25%	\$1,968.75
Computer Training/Software	\$750.00	56.25%	\$421.88
Phones	\$500.00	56.25%	\$281.25
Professional Dues	\$1,050.00	56.25%	\$590.63
Professional Subscriptions	\$800.00	56.25%	\$450.00
Temporary Employment-Translators	\$3,158.00	56.25%	\$1,776.38
Total Contract and Professional Services Costs			\$5,488.89

Notes:

II.F. Miscellaneous

[illegible]

Notes:

III.A. Equipment Subject to Depreciation

[illegible]

Total Equipment Depreciation Charges	\$0.00
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Notes:

III.B. Equipment Purchases				
Item	Amount	Prorate %	Quantity	Amount Applied to Budget
Total Small Equipment Purchases				\$0.00

Notes:

III.C. Lease and Rental Equipment

[illegible]

Notes:

BUDGET COMPUTATION WORKSHEET

Is this a IV-D Contract with a court for magistrate services in which a IV-D multiplier was used?

Select 1 or 2 ►

1 - no

2 - yes

2

Enter IV-D multiplier here:

0.58

Carried over from Page 1 ▼

\$448,678.43

Total Expenses

÷

Divided by

7,000

Total Operating Units
Produced by Principal
Staff

=

Equals

\$64.10

Unit Rate

\$64.10

Unit Rate

X

0.58

IV-D Multiplier

=

\$37.18

Adjusted Unit Rate

\$37.18

Adjusted Unit Rate

X

Multiplied by

4,500

Total Units of Service
Purchased

=

Equals

\$167,292.96

100% Contract Value